



STATE FIRE TRAINING

FF Certification Exam Request Instructions



HOW TO SCHEDULE YOUR FF ACADEMY

Download Request Form and Roster Template

- 1) Download and complete the **FF Certification Exam Scheduling Request form** and **FF Academy Roster template** from the SFT website: <http://osfm.fire.ca.gov/training/evaluatorresources>.

Account Login

- 1) Go to the SFT Portal Database: <https://osfm-sft.acadisonline.com>
- 2) Log into your account using your **username** and **password** provided to you by SFT.

Submit Webform

- 1) At the top of the screen, select the tab labeled **Academy Resources**
- 2) From the dropdown menu, select **Find & Complete a WebForm**



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- 3) From the list of webforms, select **FF Cert. Exam Request Form**
- 4) Complete the webform by entering the following information:

FF Certification Exam Request & Candidate Roster Submission Form

* Accredited Academy Name

Submitted By:

* First Middle * Last Suffix

If there are questions regarding this submission, I can be contacted at:

* Phone Number

* Email Address

Attach and upload your documentation below:

Document	Status	Icon
* Certification Exam Request Form	No document has been attached.	📎 ?
* Candidate Roster (Excel)	No document has been attached.	📎 ?
MRT (for CalFire use Only)	No document has been attached.	📎

These documents/templates can both be downloaded from the Evaluator Resources webpage at:

<http://osfm.fire.ca.gov/training/pdf/Evaluator%20Resources/FF.CertExamSchedulingForm.pdf>

<http://osfm.fire.ca.gov/training/pdf/Evaluator%20Resources/FF-Academy-Roster.xlsx>

Cancel **Submit**

- a) Accredited Academy Name (ARTP or ALA name)
- b) Submitter's name, phone and email (in the event there are questions)

Additionally, upload the following documents:

These documents can be found on the [Evaluator Resources webpage](#)

- c) [Exam Request Form](#)
- d) [Candidate Roster Spreadsheet](#)

- 5) Once all required fields are completed and all required documents are uploaded, click the **Submit** button in the bottom right corner. A confirmation message will display on the screen and a confirmation will be emailed to the submitter. SFT will also receive a notification that results have been submitted and SFT will process those results in the order they were received.